

**Announcement of Recruitment
for
Language and Information Resource Coordinator (LC)
Peace Corps - Azerbaijan**
(Position based in Baku, with moving to Sumgait for 3 months during Pre Service Training)

[DOWNLOAD \[Application Form \(*.doc file\)\]](#)

The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in more than 135 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

**Language and Information Resource Coordinator
Approximate Start Date: 5 May 2014**

Position Summary: The LC coordinates all activities related to the Azerbaijani language program at Post, including: coordinating the development and production of the Azerbaijani language training curriculum; designing, conducting, monitoring, and evaluating all language training programs for Peace Corps Volunteers; training and coordinating the work of Language and Culture Facilitators and other language training or testing staff; assessing/evaluating language levels of trainees/Volunteers; monitoring and supporting the on-going language learning of Volunteers. Coordinates Information Resource Center (IRC), including managing Center and acquiring resources as needed and within budget.

Required Qualifications: Relevant university diploma, preferably with a degree in education/foreign languages; 4+ years of teaching Azerbaijani to foreigners; knowledge of progressive teaching approaches; experience in designing/facilitating trainings/workshops for adults, preferably in teaching/teacher training, excellent Azerbaijani and English skills; ability to effectively train language teachers on teaching Azerbaijani as a second language; ability to communicate verbally and in writing; experience working in an international organization; demonstrate capacity to work with people of diverse backgrounds; good computer skills including Word, Excel, and databases. Willing to live and work outside of Baku for duration of Pre-Service Training.

Desired Qualifications: Classroom teaching experience; Certified as a LPI tester, Experience living and working in the United States or 5 years experience working with Americans is highly desired as is familiarity with life in the rayons.

Application Process: You can download application forms from www.azerweb.com and other, request them by email, or pick up copies from the Peace Corps Office. Qualified persons should submit completed applications to the Peace Corps office: 2c Hasan Aliyev Street, Baku, Azerbaijan, or via email: AzJobs@az.peacecorps.gov or Fax: (99412) 596 17 24. Applicants must submit the following: 1) completed application form and 2) CV or Resume. We recommend that you also submit a detailed cover letter including a written description of how you meet the position's qualifications.

**Only short listed candidates will be contacted.
Application deadline is April 21 , Monday 9.00 AM**